



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*



## **St Andrew's Catholic College, Redlynch**

### **Purchasing Officer**

**Full Time (Term Time) Permanent Position**  
**38 Hours Per Week**  
**Commencing: 8 October 2019**

**Applications Close: 5.00pm, Wednesday 18 September 2019**

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Have experience in purchasing and accounts;
- Have an ability to work as part of a collaborative team;
- Have highly developed organisational skills and interpersonal skills;
- Be eligible for or hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.



## 1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

## 2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

## 3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

## 4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
  - Working with Children Blue Card
  - Professional Membership

### QUICK TIP

Current employees are not required to provide supporting documentation.

## 5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

### QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

**Submit To:** The Principal  
Dr Sean Mangan  
St Andrew's Catholic College, Redlynch  
Ph: (07) 4039 5200  
Email: [hr@standrewscc.qld.edu.au](mailto:hr@standrewscc.qld.edu.au)

You will receive confirmation of receipt of your application.

# Employment Application Form

Position Applied For:

## PERSONAL PARTICULARS

Title:                      Mr                      Mrs                      Ms                      Miss                      Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS:      AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

## REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

### Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

## EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

## WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

**Catholic Education has zero tolerance for abuse.** All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on Employment / Agreements, Schedules & Awards.

## EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

## DECLARATION

*If submitting electronically, typing your name below denotes supplying your signature*

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

<b>POSITION TITLE:</b>	<b>Purchasing Officer</b>
<b>REPORTS TO:</b>	<b>Business Manager</b>
<b>CLASSIFICATION:</b>	<b>Level 4 (Hourly rate of \$29.93 - \$30.87)</b> <b>Remuneration in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015-2019</b> <b>(Available at <a href="http://www.cns.catholic.edu.au">www.cns.catholic.edu.au</a>)</b>
<b>AUTHORISATION:</b>	<b>Principal</b>

#### CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic education;
- Support of schools by providing services that strengthen school capacity;
- Provision of leadership and forward planning to develop organisational capability;
- Distribution to schools of government allocated funds and their accountability;
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

#### PURPOSE OF THE ROLE

The Purchasing Officer reports to the Finance Manager and is responsible for monitoring, coordinating and executing purchasing activities for the College, including the purchasing of educational resources for the College's two libraries.

The position works closely with both the Finance and Library Services teams, as well as with teaching staff, Middle Leaders and Senior Leaders to determine purchasing needs and ensure that processes and procedures are followed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

***Typical accountabilities include, but are not limited to:***

- Facilitating the purchasing process for all College supplies, including the processing of requisitions approved by the Finance Manager

- Managing the College's subscription's and standing orders for educational and other information resources
- Managing returns, approvals and other processes in line with College policy
- Preparing educational resources for cataloguing and maintain library records in line with College policies; manage the library and administration inventory of stationery and other consumables
- Liaising frequently with staff to receive procurement requests for resources, determine priority and timeframes, and check current stock levels across the College with the aim of achieving the best possible value for College expenditure and minimising waste (e.g. procurement of duplicate resources)
- Providing financial reporting, basic analysis and administrative support to the Finance Manager throughout College budgeting process and the Head of Library Services throughout the Library budgeting processes
- Checking for aged orders to determine accounts are paid or outstanding
- Monitoring and ensuring timely and accurate receipt and distribution of goods and services, ensuring goods received match the purchase order
- Control weekly paper and milk delivery for the College
- Respond to enquiries from internal and external customers promptly and professionally
- Engage with suppliers and internal stakeholders to build mutually beneficial relationships
- General housekeeping and administration tasks in Dynamics
- Providing general supervision and support to students and visitors in Library facilities, as required
- Maintain appropriate behaviours when engaging with children

#### MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Demonstrated experience providing financial processing support, ideally in a not-for-profit or faith-based organisation; experience in the P-12 education sector will be very highly regarded
- Working knowledge of information and records management practices, ideally in a library or educational resources context
- Demonstrated ability to manage own workload in an environment with multiple competing priorities
- Demonstrated ability to proactively develop, review and modify administrative or financial processes and procedures to achieve improvements in efficiency and service quality
- Strong written and verbal communication skills, including an ability to engage productively at all levels of the school community and collaborate effectively with diverse colleagues
- Senior Certificate (essential); Certificate IV or Diploma qualifications in Business Administration or similar will be highly regarded
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times

#### GENUINE OCCUPATIONAL REQUIREMENTS

In addition to the specific duties and responsibilities required for the position, all employees within the Diocese will demonstrate the following personal and interpersonal skills in the course of their duties:

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others
- Ability to communicate in English to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Facilitate the prevention of child harm by recognising and responding appropriately

#### **Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position

#### RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

#### ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

#### EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

